

SECRET

Approved For Release 2000/06/14 : CIA-RDP78-04718A000300040022-2

JUL 23 1957

MEMORANDUM FOR: Deputy Director (Plans)

CONFIDENTIAL

SUBJECT : Report of Overtime Worked and Leave Taken - Vouchered Employees -
30 December 1956 through 30 March 1957

1. Attached are the following:

- Table of overtime worked and leave taken 30 December 1956 through 30 March 1957. (Similar to those forwarded to you for prior periods.) (Tab A)
- Chart which presents for the Agency the first quarter of FY 1955 as a base period for actual employment, overtime worked and sick leave taken, and indicates the deviation percentage-wise for each subsequent quarter to date. (Tab B)
- Similar chart for Plans Area. (Tab C)
- IBM run for your immediate office for same period. (Tab D)

Information has been furnished to each of the senior staffs and area divisions in the Plans Group.

2. The upward trend in overtime despite the increase in average employment in the Plans Area continues. The chart provided under Tab B has been prepared especially to point up this situation, and the following tabulation will indicate the percentage increase in cost in the third quarter FY 1957 as compared to the comparable quarter FY 1956.

	<u>Quarter Ending</u>	<u>Average Employment</u>	<u>Overtime Hours</u>	<u>Cost</u>
25X9	3-24-56		60,262	\$293,078
	3-30-57		77,747	258,898
	Increase		+ 17,485	+ 65,820
	% Increase		+ 29.0%	+ 34.1%

3. The overtime costs for the Plans Area FY 1957 through the third quarter total \$649,477. Projecting this cost through the fourth quarter results in an expenditure of approximately \$865,969 or \$101,706 in excess of the amount budgeted. In view of fund limitations, it continues to be a matter of great importance to review carefully all authorizations for the use of overtime.

Document No.	062
No Change in Plans	<input type="checkbox"/>
<input type="checkbox"/> Reclassified	
Class. Changed To:	TS S (C)
Auth:	HH 78-2
Date:	24/11/78
By:	008

(signed) H. Gates Lloyd

H. GATES LLOYD
Acting Deputy Director
(Support)

Attachments

BD/COMP/CNM/HDM/caj (16 July 1957)

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1 - SSA (Comptroller) 2 - Budget Division

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